



Learning together; learning for life

CHERRY TREE SCHOOL LOCAL GOVERNING COMMITTEE MEETING Thursday 9th November 2023 at 7pm via Zoom

Name	Governor Type	Attended
Adem Baysal	Parent governor	Attended
Craig Carter	Co-opted governor	Apologies
Sandra Child	Co-opted governor	Attended
Simon Englander	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Jade Hoare	Staff (Support) Governor	Attended
Dawn Lavalette	Co-opted Governor	Attended
Carmel Old	Co-opted governor	Attended
Emma Penfold	Staff (Teaching) Governor	Attended
Captain Mark Scoulding (Chair)	Co-opted governor	Attended
Emily Sheppard	Parent governor	Attended
Cheska Tyler (HT)	Headteacher	Attended
Marie Vankova	Other	Apologies

Governor challenge was highlighted in yellow.

Governor actions are highlighted in italics.

Discussion via Governor Hub is listed below in Appendix B

Meeting started at 7.05pm

				Action
KEY:	Approval	Information	For feedback/questions	Action

No	ITEM	Action
1	<p>Welcome, apologies and consent.</p> <p>The meeting was quorate.</p> <p>The chair and HT thanked the governors for the participation on Governor Hub ahead of the meeting.</p>	



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	<p>Sandra Child was welcomed to the meeting as a new co-opted governor. Simon Englander was welcomed to the meeting as a new co-opted governor, he is the new AHT as LHS. He gave a brief update on his history in Education.</p> <p>Apologies were sent by Craig Carter. Craig will be standing down from the board as his term of office has come to an end. Governors thanked him for all his work for the school.</p>	
2	<p>Notification of any other business</p> <p>There was no notification of any other business.</p>	
3	<p>Conflict of interest with agenda items to be declared.</p> <p>There were no conflicts of interest declared.</p>	
4	<p><u>Minutes of the last meeting (19.09.23)</u> and matters arising</p> <p>The minutes were approved as an accurate record of the meeting and will be signed electronically by the chair via Governor Hub. All matters arising were agenda items or completed.</p>	
5	<p>Communication from the Trust</p> <p>a) Information and documentation from the Trust <u>Trustees' minutes</u></p> <p>b) <u>Governance framework</u> – governors were reminded of the importance of the document.</p>	
6	<p>Governor Hub review and update:</p> <ul style="list-style-type: none">• Confirmation the following areas have been completed by all governors.<ul style="list-style-type: none">○ <i>Equalities information update – governors were reminded to complete.</i>○ Annual declarations to be read and approved – All governors have completed.	All governors
7	<p>Chairs update</p> <p>a) Termly Chairs meeting report</p> <ul style="list-style-type: none">• The Trust could be welcoming another school, and the chairs have all met. There are also further discussions with other schools taking place.• There is a review of governance taking place at present within the Trust to ensure the Inclusive MAT is ready for expansion. The Trust wants to retain the input of local governance and ensure it is effective in its role. The aim is for it to be in place for September 2024.	



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	<ul style="list-style-type: none"> Governor visits need to continue to take place. The statutory are allocated: Safeguarding – Emily SEND – Mark H&S – Craig has completed for this term. There is a procurement exercise taking place now to engage a provider to complete audits across the three schools. <p><i>Governors were asked to pick an area they are interested in and carry out a visit each term to ensure they understand how the school runs. There are only five weeks left of the term, so governors were asked to organise as soon as possible. The Chair will add a post to Governor Hub for discussion regarding visits.</i></p> <p>b) Governors’ recruitment and induction – the board is now full.</p> <p>c) NGA skills audit – discussion of results The governors were pleased to see there is a good level of experience across the board.</p>	<p>All governors</p>
<p>8</p>	<p>Headteacher report</p> <p>Safeguarding - Termly report and annual report</p> <p>Performance Appraisal overview 2022/23</p> <p>Appraisal review</p> <p>Governors were thanked for the questions ahead of the meeting.</p> <p>G: Can you explain the successes and next steps from the HIP visit? HT: The meeting was very productive. EP: The visit focused on book looks for SEND and PP children. The writing curriculum has been in place for three years and there is clear fidelity to the programme within the staff team which was evident in the books. One year group has a plan in place for improvements but overall, it was very positive to have feedback that the work is having an impact. HT: It was positive to see the feedback and marking system is having an impact and being used consistently. This was identified as a strength.</p> <p>G: How did you find writing the new HT report? HT: It is very helpful and the response from governors was very positive which I was pleased about.</p> <p>Governors thanked the HT for her report.</p>	
<p>9</p>	<p>Stakeholder engagement – covered later in the meeting</p>	
<p>10</p>	<p>Policy tracker review and policies due</p>	



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	<p>a) Trust policies approved and available via Governor Hub policies folder.</p> <ul style="list-style-type: none"> • Trust Business continuity plan • Capability • Grievance • Investment Management • Staff special payments • Trust Health and safety • Leave of absence <p>b) School policies: Governors approved the following policies for use: CTS Business continuity plan, Health and Safety, and Marking, feedback and presentation</p> <p><i>The HT will update Every, the website and internal school systems with the new policies.</i></p> <p><i>The HT explained the behaviour policy is being updated to support behaviour within the school and update the house points system. The policy will be sent via Governor Hub for review and approval via Governor Hub.</i></p>	<p>HT</p> <p>HT/ All govs</p>
<p>11</p>	<p>Risk register</p> <p><i>The register will be reviewed in greater detail at the next meeting.</i></p> <p>a) Governance succession planning for key governance roles – Red risk.</p> <p>b) SEND update. The HT also updated on children’s movement into and out of the school and their additional needs. High levels of SEND is a national issue and one the Trust and schools are trying to support.</p> <p>The impact of the level of SEND within the school has been difficult for staff to manage this year and so there have been improvements made within the school to support the team. Part of the improvements have been through more regular budget reforecasting to allow more immediate recruitment when SEND funding becomes available. The HT updated on those recruited to the posts within the school.</p> <p>Staff reported there have been improvements this half term as children have settled and because of the new staffing structure becoming embedded. The HT was thanked for her support during any difficulties.</p> <p>The governors thanked the team for their work during this period.</p> <p>The risk register has been updated with reputational risk related to SEND children.</p>	<p>Clerk (Agenda)</p>



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12	<p>Training</p> <ul style="list-style-type: none"> • Governor training booked /to be booked/ completed. <ol style="list-style-type: none"> 1. Annual certificate in safeguarding for governors and trustees for primary schools and academies (2023-24) 2. Cyber security training for school staff - NCSC.GOV.UK <ul style="list-style-type: none"> • New governor training The clerk showed governors the National College website and how to access training. • Ideas/requests for future sessions 	All governors																								
13	<p><u>Governor monitoring reports</u></p> <ol style="list-style-type: none"> a. Safeguarding – visit completed, and report uploaded to Governor Hub. b. SEND – visit completed and report to be uploaded to Governor Hub by Mark Scoulding. c. H&S visit – Craig has completed the audit. d. Emily Sheppard – visited reception to carry out a presentation to children. She was very impressed to see the children engaging with everyone and the fantastic behaviour. 	Mark Scoulding																								
14	<p>Clerks update – Distributed via Governor Hub</p>																									
15	<p>Any other business None requested at the beginning of the meeting.</p>																									
16	<p>Future Dates</p> <table border="1" data-bbox="210 1469 1275 1910"> <thead> <tr> <th>Date</th> <th>Start</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>Tue 12 Dec 2023</td> <td>18:00</td> <td>Inclusive MAT AGM</td> </tr> <tr> <td>Wed 31 Jan 2024</td> <td>10:00</td> <td>Chairs meeting</td> </tr> <tr> <td>Thu 8 Feb 2024</td> <td>19:00</td> <td>Cherry Tree LGC meeting – in person</td> </tr> <tr> <td>Tue 5 Mar 2024</td> <td>19:00</td> <td>Governor and Trustee training session</td> </tr> <tr> <td>Tue 14 May 2024</td> <td>19:00</td> <td>Governor and Trustee training session</td> </tr> <tr> <td>Wed 26 Jun 2024</td> <td>10:00</td> <td>Chairs meeting</td> </tr> <tr> <td>Fri 5 Jul 2024</td> <td>All day</td> <td>Cherry Tree LGC meeting</td> </tr> </tbody> </table>	Date	Start	Meeting	Tue 12 Dec 2023	18:00	Inclusive MAT AGM	Wed 31 Jan 2024	10:00	Chairs meeting	Thu 8 Feb 2024	19:00	Cherry Tree LGC meeting – in person	Tue 5 Mar 2024	19:00	Governor and Trustee training session	Tue 14 May 2024	19:00	Governor and Trustee training session	Wed 26 Jun 2024	10:00	Chairs meeting	Fri 5 Jul 2024	All day	Cherry Tree LGC meeting	
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9	<p>Break from 8pm to 8.10pm</p>																									



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	<p>Stakeholder engagement</p> <p>The chair shared his screen regarding the CTS Community mapping document. All governors were asked to add their comments using the White Board.</p> <p>The HT shared the school plan to review the community section which will be fed into by the Community mapping document.</p> <p>Areas discussed:</p> <ul style="list-style-type: none"> • Possible companies or charities to work with. • Key texts in other languages. • Parent engagement in classrooms with children. • River Colne – Chair to look at possible links. • Other possible charities/ companies the school could be working with. <p><i>The HT will add a link to Governor Hub for further discussion and ideas to be added.</i></p>	<p>HT/ All governors</p>
	<p>Meeting ended at 9pm</p>	

4.	Matters arising from 21.09.23	
4	<p>Keeping Children Safe in Education 2023</p> <p>The clerk explained the Trust has now registered with the National College for all training needs for staff and governance. Governors were asked to register with the National College using this link</p> <p>There are two training courses for governors to complete for 2023/24: Governors to complete Annual Safeguarding training /Cyber security training for school staff - NCSC.GOV.UK</p>	All governors – agenda item 12
5	<p>Minutes were approved as an accurate record of the meeting and will be signed by the chair electronically via Governor Hub. All matters arising have been completed or are agenda items - see supporting document.</p>	Chair - completed
7	<p>Governor Hub review and update - All governors were asked to review by the 20th of October 2023:</p> <ul style="list-style-type: none"> • Personal details review • Equalities information update • Annual declarations to be updated. • Annual confirmations to be read and confirmed. 	All governors – agenda item 6
8	<p>NGA skills audit to be completed by all governors and returned to the clerk – clerk@inclusivemat.co.uk – reminder for all governors to complete.</p> <p>Governing body roles allocation - There is a Governing body review taking place within the Trust and at present. At present only the safeguarding and SEND governor visits need to be completed. The governors were asked to complete before the next LGC</p>	<p>All governors – agenda item 7</p> <p>All governors –</p>



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	<p>meeting.</p> <p>SEND – Mark Scoulding Safeguarding – Emily Sheppard – visit completed. Curriculum – Carmel Old</p> <p>The Chair encouraged everyone to use Governor Hub as it is a good resource for communication. Governors were also asked to attend at least one event in school during the year. This will help to be part of the CTS community.</p>	<p>agenda item 13</p> <p>Mark Scoulding/ Carmel Old– agenda item 13</p> <p>All governors– agenda item 13</p>
10	<p>Governors asked that there be a wider discussion at the next meeting regarding SEND provision in the school and asked that the concerns be raised to the Trustees by the Chair.</p>	<p>Clerk (Agenda Item)/ Chair – agenda item 8 and 11</p>
13	<p>School policies – Business continuity plans – to be reviewed by the Chair and HT update Every</p>	<p>Chair/ HT – agenda item 10</p>

Appendix B: Discussion via Governor Hub ahead of the meeting

Craig Carter
Good Afternoon All

Tomorrow marks my final day of service with Cherry Tree. The last four years have been an absolute pleasure and the opportunity to work alongside you all and the school has been a privilege. It has been a great learning experience personally and I'm very grateful for the opportunity to contribute in a small way to life at our school.

I would like to say a special thanks to Cheska. The energy and passion you have brought into Cherry Tree and continue to deliver with your SLT is inspiring. Keep doing what you are doing - The standards and commitment I observe across the school and all staff have always made me feel part of something special.

I am not leaving the school entirely - I will still be walking my children to school, so say hi in the playground when you see me!

I wish you all the very best in future.
Best Wishes
Craig

Mark Scoulding

Craig will be concluding his term as a co-opted governor on 9th November. I want to take this opportunity to thank him for all that he has contributed over the past five (unprecedented!) years. The whole school community has benefited from the skills, experiences and wisdom he has shared. Wishing you the very best for the future, Craig!

Cheska Tyler

Have a look at this:
[HT Report Nov 23.pptx](#)



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Please have a careful read of the HT's report. It is in a new format so I would also appreciate feedback on this.

Please put all/any questions in this thread prior to the meeting and ideally with time for me to respond.

There are two additional documents in the HT folder: pastoral report and appraisal summary.

Thanks, see you all next week!

Emily Sheppard

Love the new format, it is much easier to read and digest.

In terms of the emergency drills mentioned in the new "Emergency Plan" how often are they done/scheduled to be done?

Cheska Tyler

I'm pleased you think so. The lockdown drills are conducted annually. The evacuation is not practised with children. Fire drills are termly.

Mark Scoulding

I think the new format is excellent! So much easier to read and digest. Thank you for embracing this change Cheska!

I'm really pleased to see more pupils qualifying for PPG. It's good to see that targeting measures are proving to be effective. Do staff have an estimate of numbers of pupils who are eligible but have not applied? Perhaps that could provide a baseline for further targeting?

Great stuff! Thank you!

Emma Hibberd

Hi Mark, unfortunately it is difficult to know which families could potentially be eligible for PPG. However Debbie and Jo have a good relationship with our parents and will often signpost them to such things if parents mentioned financial hardship. Also our office team are amazing at supporting parents in this way and spotting if we have families with one child who is PPG and will encourage parents to apply for all children if they are not in receipt of it already. The office team also mention this to all of our new families who start which is where the increase in numbers had come from this term.

Sandra Child

Great to be up and running on GovernorHub. The format of this report is excellent, very easy to read. Thanks.

With regard to targeting more potential PP families, are parents fully aware of all the extra support they and their child may be entitled to in addition to FSM? Would this encourage more families to apply?

Jade Hoare

I like the new format too!

Well done to the team for all their support in helping the family to return to the area. It was lovely to see the children back at school.

Dawn Lavalette

My first post on GovernorHub - sorry if I've got lots of questions on this - I'm finding my way round everything. The report is great and very easy to work through - great job!



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Couple of comments/builds if helpful

Slide 3 (I think the last column is supposed be headed 2023). Would it help to have the budget in this table so you can see the progress made each year vs budget. It may also be good to see this forecast out for 2024.

Question: What are the implications of overachieving budget (sorry if this is a basic question)?

Question: Would you expect to see a greater growth in the Nursery year group - for future years although you say it will be full for 2024?

Question: What's the maximum capacity of the school by year group?

I'll pop my other questions by slide number heading on a separate response :)

Dawn Lavalette

Slide 4 - Attendance

This looks to be the most challenging metric to face into when taking out the Nursery age group.

Its great to see the dashboard with comparisons - can this also be looked at Year on Year, or even as a drilldown by month. This would enable you to see progress made against the targets that have been set. It may be on another doc - but it would be great to see what the action plan looks like to address the absence rate and if there's any support from Marks community mapping exercise that could help with engagement.

Emma Hibberd

Sandra- Debbie and Jo do work closely with parents who may potentially be eligible for PPG funding however I would say that not all parents are fully aware of the support they receive. It may be worth us putting something in the newsletter signposting parents to check if they are eligible.

Emma Hibberd

Dawn- In regards to Attendance this is definitely a challenge for us. We are able to look at this year on year as well as month on month using Arbor or the Attendance tool form the Fisher Family Trust. Through this we have been able to identify that our main problem lies with the children in reception, year 1 and year 2 and in particular the week leading up to a holiday and the week after. To try and prevent this from happening we sent letters to all families who had booked an extended family holiday in the summer term as a plea to think twice about doing this again outlining the impact that it has on the children.

On a fortnightly basis, the attendance team monitor the data and collate a list of children whose attendance is beginning to dip and share this with class teachers to discuss with parents. We also have a focus on our persistently absent children. I have held several meetings with parents already this term to discuss their child's attendance especially when this has been due to an extended family holiday. For the first time this year anyone who returned to school late due to a family holiday had to have a reintegration meeting with myself before their child could return to school. We also print regular reminders about attendance in our newsletter detailing the expectations we require. All of this is detailed on our attendance flow chart which I am happy to upload for you to see. I suppose that this would form part of an action plan.

Attendance is an ever changing thing and even since the Heads report has been published we have already since an improvement in our persistent absence due to the return of the family who have returned to school after being rehomed. We also have a high number of children who are on part time timetables due to the SEND needs which also has a huge impact on our data.

Any further support on how to engage our school community more and help us to show parents the importance of their child attending school would be greatly appreciated.



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Mark Scoulding

Regarding free school meals: In my working life, I see time and time again that stigma is a key barrier. Anything that can be done to help people feel comfortable and cared for makes a huge - even life-altering - difference. Perhaps we can think about this when our meeting focuses on building up the Cherry Tree community.

Carmel Old

Hi Cheska, I agree with everything that has been said before; the new format is great and definitely easier to digest. I was going to ask about writing, because I know it is a whole school priority, but I can see that you're having the HIP visit today. I hope it went well. I'd be keen to hear the successes and next steps tomorrow, if possible.

I am also aware that I am due to come in for a governor visit, before xmas. I think we said before summer that we would plan the days in advance to ensure they were purposeful. Is there anything coming up that you/ the team want me to see or to support with?
a day ago

Cheska Tyler

Have a look at this:

[CTPS School Plan 23-24.docx](#)

We will be looking at and reviewing the community aspect of this next week so please be familiar and pop any suggestions on this thread. Thank you.

Emily Sheppard

May be looking at this too late in the evening but what is "probably ignore for now" referring to?

Cheska Tyler

Ha no not at all. Sorry, we have left a mental note on the format as it's a new format for this year and we weren't sure whether Toni close certain bit or not so please ignore anything directed to ignore or highlighted etc

Mark Scoulding

Please can everyone take another look at the community mapping exercise we started on our governor day in the summer term. You will need to log in with your governor email. It would be great if everyone could contribute something more. I think this piece of work really compliments the community section of the school plan.

https://cherrytreehertsch-my.sharepoint.com/:wb:/g/personal/chairofgovernors_cherrytree_herts_sch_uk/EVtW9p0PMBpJtJHtdtYZFyIBWmdRaLR21Iq07KJ0tA7uEQ?e=N2yA3l

Cheska Tyler

Have a look at this:

[Marking and Feedback Policy Nov 2023.docx](#)

Cheska Tyler

Have a look at this:

[Health& Safety CTS Nov 23.docx](#)

Cheska Tyler

Have a look at this:

[Emergency Plan November 2023.docx](#)

Emma Lad

Hello all,



CHERRY TREE
PRIMARY SCHOOL

An **INCLUSIVE** | **MAT** School

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I have uploaded the initial documentation for the meeting on **Thursday 9th November 2023 at 7pm via Zoom here:**
[23.11.09](#)

Join Zoom Meeting

<https://us02web.zoom.us/j/83014102141?pwd=ZEZkOHJ6aXp5S3dCMHdzaW50RE5Vdz09>

Meeting ID: 830 1410 2141 Passcode: 417460

Please let us know if you are unable to attend.